



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 012

Date: March 26, 2015

**TO: ALL MISSION PERSONNEL**

**FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER**

**SUBJECT: COMMERCIAL ASSISTANT**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

**POSITION TITLE:** Commercial Assistant

**OPEN TO:** ALL INTERESTED CANDIDATES

**GRADE LEVEL:** FSN-07, FP-07\* (Full Performance Level)

**WORK HOURS:** Full Time, 40 hours per week

**POSITION TYPE:** Permanent

**OFFICE LOCATION:** Foreign Commercial Service Office (FCS)

**OPENING DATE:** Immediate

**DEADLINE:** April 9, 2015 at 6 P.M. Kyiv Time

*\*FP –07 is subject for confirmation with Washington.*

**ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.**

## **BASIC FUNCTION OF POSITION:**

Assists Commercial Service officers and senior FSN staff in planning, organizing and implementing trade missions, individual company Gold Key visits and in completing ICPs, IPSs and smaller scale market research projects. Has primary responsibility for making business appointments for visiting trade mission's participants and individual company Gold Key business schedules. Using market information and initial industry contacts provided by supervisors, identifies and contacts appropriate decision makers in local companies with the goal of making business matches for U.S. participating firms. For trade missions, prepares information kits for event participants and assists U.S. and host country representatives at the meeting sites.

## **REQUIRED QUALIFICATIONS:**

### **EDUCATION:**

- Two years of college studies are required.

### **WORK EXPERIENCE:**

- At least three years of progressively responsible experience in business, government, or NGOs in the fields of marketing, trade promotion, economics, international trade or similar field is required.

### **LANGUAGE:**

- Level IV (fluency in reading/speaking/writing) in English, Ukrainian and Russian is required.

### **KNOWLEDGE:**

- A basic knowledge of local business firms, trade practices, restrictions, organizations and customs; of marketing and sales techniques; and of CS internal reporting requirements, operating procedures and regulations.

### **SKILLS AND ABILITIES:**

- Ability to meet and serve representatives of U.S. and host country business firms and other key personnel with tact and efficiency; skill in word processing and data manipulation (e.g. promotional campaigns, mailing lists, key contact lists); basic research and analytical skills, basic writing skills (e.g., responses to business inquiries, market insights).

## **APPLICATION AND SELECTION PROCESS:**

✓ The Universal Application for Employment (DS-174) is a **mandatory** application for all locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **April 9, 2015**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically and emailed to: [KyivHR@state.gov](mailto:KyivHR@state.gov) or faxed to: [521-51-55](tel:521-51-55).

**Note:** Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include a complete DS-174 will be considered incomplete and will not receive further consideration for recruitment.

**ADDITIONAL SELECTION CRITERIA:**

- Actual hiring for this job is subject to funds availability and should be confirmed by an appropriate bureau before a job offer is made.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment (FMA)* must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement (PSA)* must work for 90 calendar days in their current position before being able to apply for advertised position.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other equally qualified candidates in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified EFM candidates will be interviewed by the Post Employment Committee and the hiring office. The PEC selects the candidate for the position and conveys that selection to the Front Office for concurrence.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: MSmith - FCS (by e-mail)